

MUNICIPAL MINUTES, CITY OF TUPELO
STATE OF MISSISSIPPI

MAY 20, 2014

Be it remembered that the regular meeting of the Tupelo City Council was held in the Council Chambers at City Hall Building on Tuesday, May 20, 2014, at 6:00 p.m. with the following in attendance: Council Members Markel Whittington, Lynn Bryan, Nettie Y. Davis, Buddy Palmer and Willie Jennings; City Attorney Ben Logan; and Glenda Muse, Clerk of the Council. Council Members Jim Newell and Mike Bryan were absent.

The invocation was led by Pastor Gloria McKinney of St. Paul United Methodist Church, followed by the Pledge of Allegiance led by Council President Nettie Davis.

IN THE MATTER OF CALLING THE MEETING TO ORDER

President Davis called the regular meeting to order at 6:00 p.m.

**IN THE MATTER OF CONFIRMATION OR
AMENDMENT OF AGENDA AND AGENDA ORDER**

Upon a motion by Councilman Palmer, seconded by Councilman Whittington, the council voted unanimously of those present to confirm the agenda and agenda order, amended as follows:

ADD: #7.22 Review/Approve State-Local Disaster
 Agreement Between MEMA and City of Tupelo

ADD: #7.23 Review/Approve State-Local Disaster
 Agreement Between MEMA and Tupelo Water
 and Light Department

DELETE: #4.4 Report in regard to Tupelo Aquatic Center

4. PROCLAMATIONS, RECOGNITIONS AND REPORTS AGENDA

IN THE MATTER OF RECOGNITION OF BOY/GIRL SCOUTS

No scouts were present for recognition.

IN THE MATTER OF RECOGNITION OF CITY EMPLOYEES

No city employees were present for recognition.

IN THE MATTER OF PUBLIC RECOGNITIONS

Mayor Shelton stated he would include public recognitions in his Mayor's Report.

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Councilman Jennings announced that he and his wife would be celebrating their 42nd wedding anniversary on Wednesday, May 21, 2014

IN THE MATTER OF PROCLAMATION IN RECOGNITION OF “NATIONAL PUBLIC WORKS WEEK”

Chuck Williams, Director of the Tupelo Public Works Department, accepted a proclamation from Mayor Shelton in recognition of “National Public Works Week” to be observed the week of May 18 through May 24, 2014. Public Works services provided in our community are an integral part of our citizens’ everyday lives. The health, safety, comfort of this community greatly depends on these facilities and services. The Public Works Department is a very efficient department of Tupelo’s government with qualified and dedicated personnel taking care of citizens’ needs on a daily basis. Citizens are urged to get acquainted with this department and its staff and the services it provides.

IN THE MATTER OF PROCLAMATION IN RECOGNITION OF “MENTAL HEALTH MONTH”

Mayor Shelton read and presented a proclamation in recognition of “Mental Health Month” being observed during the month of May 2014. The proclamation stated that mental health is essential to everyone’s overall health and well-being, with all Americans experiencing times of difficulty and stress in their lives. Prevention is an effective way to reduce the burden of mental health conditions and with effective treatment, individuals can reduce this burden.. Each person in Tupelo is called upon to commit to supporting each other’s mental health during times of recovery. Paul Callens, Director of North Mississippi State Hospital, accepted the proclamation from Mayor Shelton.

IN THE MATTER OF MAYOR’S REPORT

In order to make the Mayor’s Public Recognitions a matter of public record, attached to these minutes is a copy of his report personally thanking each employee of the City of Tupelo as well as other individuals, agencies and companies who came to the aid of the City following the devastating F3 tornado which struck mid-afternoon on April 28, 2014. The report is incorporated into these minutes as **APPENDIX A.**

Mayor Shelton continued his report by stating that the past few weeks have been tiring and trying for the City. The weeks and months ahead are critical to the ability to recover and rebuild as a city, better than ever before. He said as the city re-groups to come up with some development options, a strong residential and commercial

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presence in the Development Services Department is going to be critical. Therefore, he requested the City Council to approve his nomination of Mr. Shane Hooper tonight to fill the position of Director of Development Services.

5. PUBLIC AGENDA

No items were on the Public Agenda.

6. ACTION AGENDA

No items were on the Action Agenda.

7. ROUTINE AGENDA

IN THE MATTER OF REVIEW/APPROVE MINUTES OF REGULAR CITY COUNCIL MEETING

Upon a motion by Councilman Whittington, seconded by Councilman Jennings, the council voted unanimously of those present to approve the minutes of the regular City Council meeting of Tuesday, May 6, 2014.

IN THE MATTER OF REVIEW/PAY BILLS

Upon a motion by Councilman Jennings, seconded by Councilman L. Bryan, the council voted unanimously of those present to approve payment of the following checks, bills having been reviewed at 4:30 p.m. by Council Members Markel Whittington, L. Bryan, Nettie Davis, Buddy Palmer and Willie Jennings:

Check Nos. 120390 through 120782 (Pool Cash Fund)
Electronic transfers as shown on the face of the docket.
Invoices as shown on the face of the docket.
Requests made by AFLAC to reimburse employees under Flex-One
Plan as shown on the face of the docket.

IN THE MATTER OF REVIEW/APPROVE RECOMMENDATION OF MAYOR FOR APPOINTMENT OF DIRECTOR OF DEVELOPMENT SERVICES DEPARTMENT

Mayor Shelton had presented a request to the City Council that Mr. Shane Hooper be appointed to represent the City of Tupelo as the Director of the Development Services Department. Upon a motion by Councilman Jennings, seconded by Councilman

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L. Bryan, the council voted unanimously of those present to approve the recommendation of the Mayor and appoint Mr. Shane Hooper to this position. A copy of his bio is attached to these minutes and incorporated herein as **APPENDIX B.**

IN THE MATTER OR REVIEW/APPROVE (1) RESOLUTION OF AUTHORIZATION TO SUBMIT APPLICATION FOR 2014 JUSTICE ASSISTANCE GRANT; AND (2) MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF TUPELO AND LEE COUNTY

By memorandum dated May 15, 2014, to the Mayor and City Council, Terri Blissard, Grant Administrator, presented a resolution allowing the City of Tupelo to participate as a co-applicant along with Lee County in the submission of an application for a Justice Assistance Grant (JAG) in the amount of \$15,481. The grant requires no match and is offered by the Department of Justice's Bureau of Justice Assistance in order to provide law enforcement agencies with funds for programs and equipment.

According to Ms. Blissard, this year's allocation has been designated jointly to the City of Tupelo and Lee County. Therefore, in order to receive these funds, the two agencies must apply for the grant together in a single application and include a Memorandum of Understanding confirming the division of funds and naming an administrative agency. Tupelo Police Chief Bart Aguirre and Lee County Sheriff Jim Johnson have agreed to divide the money evenly, with the City administering the grant.

Upon a motion by Councilman Whittington and a second by Councilman Palmer, the council voted unanimously of those present to approve a Resolution of Authorization to Submit Application for 2014 Justice Assistance Grant and also execute a Memorandum of Understanding between the City of Tupelo and Lee County confirming a cooperative agreement regarding the 2014 Justice Assistance Grant (JAG) from the Department of Justice's Bureau of Justice Assistance. A copy of both documents is attached to these minutes and incorporated herein as **APPENDIX C.**

IN THE MATTER OF REVIEW/APPROVE FY 2014 BUDGET REVISION #5

Upon a motion by Councilman Palmer, seconded by Councilman Whittington, the council voted unanimously of those present to approve FY 2014 Budget Revision #5, a copy being attached to these minutes and incorporated herein as **APPENDIX D.** It should be noted that Councilman Jennings stated he was supporting the budget revision with the exception of Transfer from Other Funds in the amount of \$2,150,000 under Fund #327 to budget for the Azalea Gardens purchase and the management expenses thereof.

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IN THE MATTER OF REVIEW/APPROVE PROPOSED BUDGET CALENDAR FOR FY 2015

Upon a motion by Councilman L. Bryan, seconded by Councilman Palmer, the council voted unanimously of those present to approve the Proposed Budget Calendar for FY 2015 as presented to them by Kim Hanna, Chief Financial Officer. A copy is attached hereto as **APPENDIX E.**

IN THE MATTER OF REVIEW/APPROVE OPENING OF NEW BANK ACCOUNT

Kim Hanna, Chief Financial Officer, had submitted a request to the City Council for approval to open a new bank account at Trustmark Bank. The name of this new account is "City of Tupelo Municipal Reserve Account". The purpose of this account is to set aside and maintain municipal reserve under state statute; and to separate General Fund Reserve from Operating Funds. Upon a motion by Councilman Palmer, seconded by Councilman Whittington, the council voted unanimously of those present to approve this request to open the new bank account.

IN THE MATTER OF REVIEW/APPROVE RECOMMENDED REQUEST FOR PROPOSAL FOR TUPELO DEBRIS MONITORING AND PROJECT ADMINISTRATION ENGINEERING SERVICE – MEMA-DR-4175 AND FEMA-4175-DR-MS

The City of Tupelo, Mississippi, sent out Requests for Proposal (RFP) for management and monitoring services, Project MEMA-DR-4175 and FEMA-4175-DR-MS, due to the devastation caused by the April 28, 2014 tornado which struck the city. Eight proposals were received and a Selection Committee reviewed each. The top three companies were interviewed including Debris Tech, Link Engineering and Schaus Professional Services. Based on experience, credentials, responsiveness and price, the Committee recommended to contract with the firm of Debris Tech/ARX Disaster Management, Inc. for Management and Services.

Upon a motion by Councilman L. Bryan and a second by Councilman Palmer, the council voted unanimously of those present to approve the recommendation of the Selection Committee and contract with Debris Tech/ARX Disaster Management, Inc. for the Management and Monitoring Services, Project MEMA-DR-4175 and FEMA-4175-DR-MS. A copy of their proposal is attached to these minutes and incorporated herein as **APPENDIX F.**

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**IN THE MATTER OF REVIEW/RATIFY CONTRACT FOR TUPELO DEBRIS
MONITORING AND PROJECT ADMINISTRATION ENGINEERING SERVICE,
PROJECT MEMA DR-MS-4175, FEMA 4175-DR-MS**

In connection with above minute entry regarding approval of Request for Proposal submitted for Project MEMA-DR-MS-4175, FEMA 4175-DR-MS, upon a motion by Councilman Whittington, seconded by Councilman Palmer, the council voted as follows to approve and ratify a Contract for the Tupelo Debris Monitoring and Project Administration Engineering Service, Project MEMA DR-MS-4175, FEMA 4175-DR-MS, between the City of Tupelo, Mississippi, and the City of Tupelo Water, Sewer and Light Utility and ARX Disaster Management, Inc. to inspect and monitor the debris removal activities for the City as required for a cleanup after a natural disaster, i.e., the devastating tornado which struck the City on April 28, 2014. A copy of the contract is attached to these minutes and incorporated herein as

APPENDIX G.

VOTING AYE:	Whittington, Davis, Palmer, Jennings
ABSTAINING:	L. Bryan
ABSENT:	Newell, M. Bryan

**IN THE MATTER OF REVIEW/APPROVE RECOMMENDED REQUEST FOR
PROPOSAL FOR TUPELO DEBRIS REMOVAL AND DISPOSAL SERVICES –
MEMA-DR-4175 AND FEMA-4175-DR-MS**

The City of Tupelo, Mississippi, sent out Requests for Proposal (RFP) debris removal and disposal services, Project MEMA-DR-4175 and FEMA-4175-DR-MS, due to the devastation caused by the April 2014 tornado which struck the city. Seventeen proposals were received and a Selection Committee reviewed each. The Committee interviewed four companies with the lowest price based on price, experience, sub-contracting plan, management plan and technical expertise. Based on this criteria, the Committee recommended to contract with Century Construction & Realty, Inc. for debris removal and disposal services.

Upon a motion by Councilman L. Bryan and a second by Councilman Palmer, the council voted unanimously of those present to approve the recommendation of the Selection Committee and contract with Century Construction & Realty, Inc. for the debris removal and disposal services, Project MEMA-DR-4175 and FEMA-4175-DR-MS. A copy of their proposal is attached to these minutes and incorporated herein as **APPENDIX H.**

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**IN THE MATTER OF REVIEW/RATIFY CONTRACT FOR TUPELO DEBRIS
REMOVAL AND DISPOSAL SERVICES, PROJECT MEMA DR-MS-4175, FEMA 4175-
DR-MS**

In connection with above minute entry regarding approval of Request for Proposal submitted for Project MEMA-DR-MS-4175, FEMA 4175-DR-MS, upon a motion by Councilman Palmer, seconded by Councilman Whittington, the council voted as follows to approve and ratify a Contract for the Tupelo Debris Removal and Disposal Services, Project MEMA-DR-MS-4175, FEMA 4175-DR-MS, between the City of Tupelo, Mississippi, and Century Construction and Realty, Inc. to remove and dispose of the debris caused by the F3 tornado which struck the city on April 28, 2014. A copy of the contract is attached to these minutes and incorporated herein as **APPENDIX I.**

VOTING AYE:	Whittington, Davis, Palmer, Jennings
ABSTAINING:	L. Bryan
ABSENT:	Newell, M. Bryan

**IN THE MATTER OF REVIEW/RATIFY ADDENDUM TO MASTER AGREEMENT
WITH COOK COGGIN ENGINEERS – CITY OF TUPELO DRAINAGE
IMPROVEMENTS PROGRAM**

On June 6, 2006, a Master Agreement was entered into between the City of Tupelo, Mississippi, and Cook Coggin Engineers, Inc. for engineering services, City of Tupelo Drainage Improvements Program. The city wishes to continue another phase of a drainage improvements plan, namely, King's Creek Drainage Improvements Rankin Boulevard to Gloster Street. This project will be financed using federal assistance authorized by the American Recovery and Reinvestment Act of 2009 (ARRA). Due to the fact that the original Master Agreement did not contain provisions required by this Act, on February 18, 2014, the City Council approved an Addendum to the Master Agreement to include those provisions as required by ARRA, authorizing the Mayor to execute the same.

Upon a motion by Councilman Whittington, seconded by Councilman Jennings, the council voted unanimously of those present to ratify the Master Agreement between the City and Cook Coggin Engineers, Inc. dated June 6, 2006, with the inclusion of the Addendum approved February 18, 2014. A copy of the Addendum is attached to these minutes and incorporated herein as **APPENDIX J.**

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IN THE MATTER OF REVIEW/RATIFY LOAN AGREEMENT WITH THREE RIVERS PLANNING AND DEVELOPMENT DISTRICT

On May 6, 2014, the City Council approved a Resolution Authorizing the Mayor to Enter into a One-Year Interest Free Loan from Three Rivers Planning and Development District, Inc. and Make Draws on Same. The amount of the loan is in the sum of \$1,000,000.00 for a period ending June 4, 2015, at 0.0% interest. This action was taken due to the wide-spread damage caused by an F3 tornado which struck the city on April 28, 2014.

Upon a motion by Councilman L. Bryan, seconded by Councilman Palmer, the council voted unanimously of those present to approve a Resolution Authorizing the Mayor to Enter into a One-Year Interest Free Loan thus signifying the City of Tupelo's authorization and approval of the loan from Three Rivers Planning and Development District, Inc. and authorizing the Mayor of Tupelo to sign any and all documents to secure this funding for the tornado cleanup and debris removal.

An executed copy of the Resolution is attached to these minutes and incorporated herein as **APPENDIX K.**

IN THE MATTER OF REVIEW/APPROVE RESOLUTION APPOINTING MISSISSIPPI MUNICIPAL LEAGUE 2014 VOTING DELEGATES

Upon a motion by Councilman Whittington and a second by Councilman Palmer, the council voted unanimously of those present to approve a Resolution Appointing Mississippi Municipal League 2014 Voting Delegates at the annual convention on June 23 – 24, 2014. Delegates chosen are Voting Delegate Nettie Y. Davis, First Alternate Mike Bryan and Second Alternate Jim Newell.

IN THE MATTER OF REVIEW/APPROVE SOLE SOURCE VENDOR OF ITEM FOR TUPELO POLICE DEPARTMENT

Tupelo Police Chief Bart Aguirre had submitted a request to the City Council for approval to purchase a First Defender RMX Handheld Identification System from a sole source vendor. A purchase justification letter from the Police Department along with correspondence naming Thermo Scientific Portable Analytical Instruments (PAI) as the sole source vendor for this item in the State of Mississippi was included as well.

Upon a motion by Councilman Jennings, seconded by Councilman Palmer, the council voted unanimously of those present to approve this request for the purchase from a sole source vendor. Copies of material justifying this action are attached to these

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minutes as **APPENDIX L.**

IN THE MATTER OF REVIEW/AWARD/REJECT BID FOR KINGS CREEK DRAINAGE PROJECT

Councilman L. Bryan moved to award bid for the Kings Creek Drainage Creek Project to Colom Construction Co., of Ripley, Mississippi, in the amount of \$1,265,438.00, as recommended by Cook Coggin Engineers, Inc. and as the lowest and best bid, and to authorize the Mayor and City Clerk to enter into a contract with the successful bidder, subject to later ratification. The motion was seconded by Councilman Palmer and passed unanimously by a vote of council members present. A copy of the bid package is attached to these minutes as **APPENDIX M.** Mayor Shelton pointed out this contractor is a minority firm.

IN THE MATTER OF REVIEW/AWARD/REJECT BID FOR TUPELO HIGH SCHOOL MERGE LANE

Councilman Whittington moved to award bid for the Tupelo High School Merge Lane Project to Rutledge Contractors, Inc. of Tupelo, Mississippi, in the amount of \$120,177.95, as recommended by Cook Coggin Engineers, and as the lowest and best bid, and to authorize the Mayor and City Clerk to enter into a contract with the successful bidder, subject to later ratification. The motion was seconded by Councilman Jennings and passed unanimously by a vote of council members present. A copy of the bid package is attached to these minutes as **APPENDIX N.**

IN THE MATTER OF REVIEW/APPROVE REQUEST FROM BIG OAKS HOMEOWNERS ASSOCIATION TO BE RECOGNIZED AS OFFICIAL NEIGHBORHOOD ASSOCIATION

The Big Oaks Homeowners' Association had submitted a request to be recognized by the City of Tupelo as an official neighborhood association. Upon a motion by Councilman Palmer and a second by Councilman Jennings, the council voted unanimously of those present to approve and recognize Big Oaks as an official neighborhood association of the city.

IN THE MATTER OF REVIEW/ACCEPT MINUTES OF TUPELO MAJOR THOROUGHFARE PROGRAM MEETING

Upon a motion by Councilman Whittington and a second by Councilman Palmer, the council voted unanimously of those present to accept the minutes of the Tupelo Major Thoroughfare Program meeting of March 10, 2014, a copy being attached hereto as

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APPENDIX O.

IN THE MATTER OF REVIEW/ACCEPT MINUTES OF HISTORIC PRESERVATION COMMISSION MEETING, INCLUDING CERTIFICATE OF APPROPRIATENESS HEARING

Upon a motion by Councilman Palmer and a second by Councilman Whittington, the council voted unanimously of those present to accept the Minutes of the Historic Preservation Commission meeting of April 10, 2014, including a Certificate of Appropriateness Hearing in regard to property located at 511 Maple Street. A copy of the minutes is attached to these minutes as **APPENDIX P.**

IN THE MATTER OF REVIEW/AWARD/REJECT BID FOR TUPELO PUBLIC WORKS DEPARTMENT

Upon a motion by Councilman Whittington, seconded by Councilman Jennings, the council voted unanimously of those present to award the following bid to APAC, Mississippi, as the lowest and best bid, as recommended by Director Chuck Williams:

Bid 1326PW Milling & Overlay
Recommendation: APAC, Mississippi

A copy of the complete bid package is attached to these minutes and made a part hereof as **APPENDIX Q.**

IN THE MATTER OF REVIEW/APPROVE STATE-LOCAL DISASTER ASSISTANCE AGREEMENT - MEMA DR-MS-4175 AND FEMA 4175-DR-MS PROJECT

Upon a motion by Councilman L. Bryan, seconded by Councilman Palmer, the council voted unanimously of those present to approve a State-Local Disaster Assistance Agreement between the State of Mississippi, Mississippi Emergency Management Agency (MEMA) and the City of Tupelo, Mississippi, under Disaster Project No. MEMA DR-MS-4175 and FEMA 4175 – DR-MS, i.e., F3 tornado on April 28, 2014. This Agreement applies to all assistance funds provided by or through the State to the applicant (City of Tupelo). The Disaster Assistance Agreement includes a Designation of Applicant Agent, who will be responsible for managing these assistance funds. An executed copy of this State-Local Disaster Assistance Agreement, including the Designation of Applicant Agent, is attached to these minutes and incorporated herein as **APPENDIX R.**

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IN THE MATTER OF REVIEW/APPROVE STATE-LOCAL DISASTER ASSISTANCE AGREEMENT – MEMA DR-MS-4175 AND FEMA 4175-DR-MS PROJECT

Upon a motion by Councilman Jennings, seconded by Councilman L. Bryan, the council voted unanimously of those present to approve a State-Local Disaster Assistance Agreement between the State of Mississippi, Mississippi Emergency Management Agency (MEMA) and the Tupelo, Mississippi Water & Light Department, under Disaster Project No. MEMA DR-MS-4175 and FEMA 4175-DR-MS, i.e., F3 tornado on April 28, 2014. This agreement applies to all assistance funds provided by or through the State to the applicant (Tupelo, Mississippi Water & Light Department). The Disaster Assistance Agreement includes a Designation of Applicant Agent, who will be responsible for managing these assistance funds. An executed copy of this State-Local Disaster Assistance Agreement, including the Designation of Applicant Agent, is attached to these minutes and incorporated herein as **APPENDIX S.**

8. STUDY AGENDA

IN THE MATTER OF REVIEW/DISCUSS REQUEST FOR ABANDONMENT OF PUBLIC RIGHT-OF-WAY AND ACCEPTANCE OF PROPERTY

This item will be moved to the next agenda.

IN THE MATTER OF REVIEW/DISCUSS CONTRACT AND AGREEMENT BETWEEN CITY OF TUPELO AND MISSISSIPPI DEPARTMENT OF TRANSPORTATION (MDOT)

This item will be moved to the next agenda.

IN THE MATTER OF REVIEW/DISCUSS AMENDMENT OF SMOKING BAN ORDINANCE

This item will remain on the Study Agenda.

IN THE MATTER OF REVIEW/DISCUSS DEVELOPMENT CODE AMENDMENTS

This item will be moved to the next agenda.

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IN THE MATTER OF REVIEW/DISCUSS REZONING OF FOUR (4) PROPERTIES ON CHURCH STREET

This item will remain on the Study Agenda.

IN THE MATTER OF REVIEW/DISCUSS REZONING OF TWO (2) PROPERTIES ON CARNATION STREET

This item will remain on the Study Agenda.

9. EXECUTIVE SESSION

IN THE MATTER OF EXECUTIVE SESSION

Upon a motion by Councilman Palmer and a second by Councilman Whittington, the council voted unanimously of those present to close the regular council meeting to determine the need for an executive session.

Upon a motion by Councilman Palmer, seconded by Councilman L. Bryan, the council voted unanimously of those present to go into executive session to discuss the matter of economic development project and purchase of property involving the Neighborhood Development Corporation.

Upon a motion by Councilman Palmer, seconded by Councilman Jennings, the council voted unanimously of those present to come out of executive session and return to the regular meeting with no action to be taken in open session.

IN THE MATTER OF ADJOURNMENT

There being no further business to come before the City Council, upon a motion by Councilman Palmer and a second by Councilman Jennings, the council voted unanimously of those present to adjourn the regular meeting at 7:15 p.m.

ATTEST:

CLERK OF THE COUNCIL

PRESIDENT

APPROVED:

MAYOR